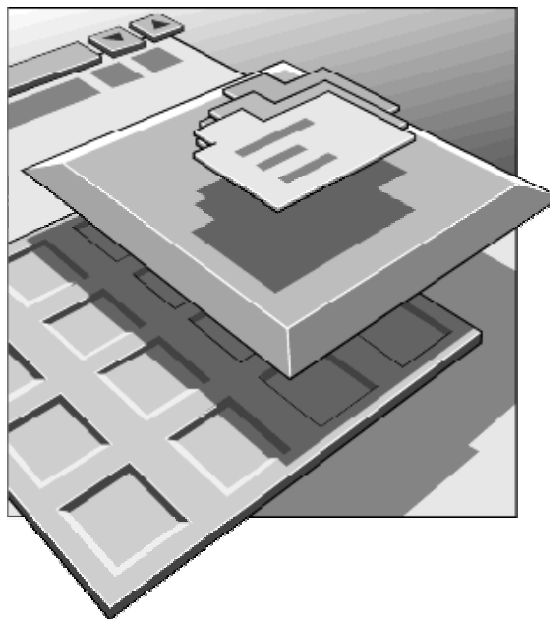


DCN Next Generation Delegate Database



Security Systems

en | Software User Manual
LBB 4180/00

BOSCH

About this manual

This user manual is divided into five chapters. Chapters 1 and 2 provide background information and chapters 3 and 4 provide detailed user information and chapter 5 describes the API as follows:

- Chapter 1 - Delegate Database - containing a brief overview of the Digital Congress Network Next Generation and an overview of the functionality of the Delegate Database application.
- Chapter 2 - Getting started - containing details of how to start the Delegate Database application from the DCN Startup screen and a description of the Help facility.
- Chapter 3 - Preparing for a conference - containing details about pre-conference activities using Delegate Database and setting up the delegate database. Information on how to work with names files, entering delegate data, screen card options, viewing and screen configuration possibilities, and printing the current names file.
- Chapter 4 - Applying Data during a Conference - containing details of Delegate Database possibilities during a conference. Information on downloading delegate data to the CCU, and exiting Delegate Database.
- Chapter 5 - DCNNG API - containing an overview of all API functions

Manual conventions

For clarity this user manual uses consistent styles, symbols and typographical conventions. They are:



Note

General notes are contained within rules and indicated with this symbol at the left margin. Notes are used to draw attention to special actions or information.



Caution

A caution is contained within rules and indicated with this symbol at the left margin. Cautions are used to draw attention to actions or commands that could lead to a loss of information or damage to equipment



Tip

A tip is contained within a box and indicated with this symbol at the left margin. Tips are used to provide supplementary information that may make an action quicker or easier to carry out.

- An action (to be carried out by the user) is shown with a larger round bullet mark.

Typographical conventions

The following typographical conventions (text styles) are used in this manual:

- **Typed input** - information to be typed in using the keyboard is shown as:
Filename
- **Single key** - input via a single key (or keys) on the keyboard is shown as:
<enter>, <shift>, etc.
- **Multiple keys** - input via a combination of keys pressed together is shown as:
<ctrl>+<p>, <alt>+<f4>
- **Screen text** - information that appears on screen is shown as:
'Choose Startup Modules:'

Hyperlinks

This manual is also available as a digital document in the Adobe Portable Document Format (PDF). All references to pages, figures, tables, etc. in this digital document contain hyperlinks to the referenced location.

Table of contents

1	Delegate Database.....	4		
1.1	About delegate database	4		
1.1.1	What is Delegate Database?	4		
2	Getting Started.....	5		
2.1	Starting Delegate Database	5		
2.1.1	The Startup screen	5		
	Selecting an installation (and a names) file.....	5		
	The Delegate Database icon	5		
2.2	Using Help	5		
2.2.1	The Help menu.....	5		
2.2.2	Index	5		
2.2.3	Keyboard	6		
2.2.4	Commands.....	6		
2.2.5	Procedures.....	6		
2.2.6	Glossary.....	6		
2.2.7	Using Help	6		
2.2.8	About.....	7		
3	Preparing for a conference	8		
3.1	The main window.....	8		
3.1.1	The menu bar.....	8		
3.2	Working with names files	8		
3.2.1	Names files options.....	8		
	Creating a new names file.....	9		
	Opening an existing names file	9		
	Copying a names file	10		
	Deleting a names file	10		
	Importing & Exporting names file	10		
	Field Definitions	11		
3.3	Entering delegate data	13		
3.3.1	Defining conference data options	14		
	Editing screen-card fields.....	14		
	Specifying the PIN size	14		
	Configuring the multiple names window.....	15		
	Configuring and producing ID-card labels	15		
	Configuring the screen line.....	16		
3.3.2	Entering conference data	16		
	Authorizing microphones, voting and intercom	18		
3.3.3	Entering personal data	18		
3.4	Working in names files.....	19		
3.4.1	Searching for delegate screen cards.....	19		
	Repeating the search.....	19		
	Searching by card.....	19		
	Moving through delegate screen cards.....	19		
3.4.2	Editing names files.....	20		
	Cutting data.....	20		
	Copying data.....	20		
	Deleting data.....	20		
	Selecting a complete screen card	20		
	Deleting a record	21		
	Pasting data	21		
3.5	Viewing names files	21		
3.5.1	Viewing options.....	21		
	Viewing multiple names	21		
	Viewing the ID-card label	21		
	Viewing the screen line.....	22		
3.6	Printing.....	22		
4	Applying data during a conference	24		
4.1	Downloading delegate data.....	24		
4.2	Exiting delegate database.....	24		
4.2.1	Temporarily exiting Delegate Database	24		
4.2.2	Permanently exiting Delegate Database.....	24		
5	DCNNG API.....	25		
5.1	Introduction.....	25		
5.1.1	DCNNGAPI.DLL	25		
5.1.2	DCNNGOLE.EXE	25		
5.2	API functions	25		
5.2.1	ApplyAll.....	25		
5.2.2	ApplyOne	26		
5.2.3	ProduceCard.....	27		
5.2.4	Terminate	28		
5.3	Apply file format.....	29		
5.4	DCNNGOLE Automation Server	30		
5.4.1	Registering the server	30		
5.4.2	Start the server	30		
5.4.3	Call methods	30		
5.4.4	Stop the server	30		

1 Delegate Database

1.1 About delegate database

1.1.1 What is Delegate Database?

The Delegate Database software allows users to compile a comprehensive database of information relating to participants at a conference or meeting. The delegate information is classed as either 'conference-related' or 'personal'.

- Conference-related deals with parameters like interpretation language, vote weight and microphone authorization. This data is used by the system for conference controlling.
- Personal information deals with data such as home address and telephone number, date of birth and fax number. This data is for reference only.

All information is entered via a PC before or during a conference. Conference-related parameters are not general but delegate specific, with many of them unique to that delegate. The parameters are:

- Delegate last name
- Delegate first name
- Delegate country
- Simultaneous interpretation language
- Language of delegate screen display
- Delegate group
- Delegate title
- Delegate seat number
- PIN code
- Card code for ID-card
- Delegate vote weight

If a card encoder and a label printer are connected to the system, ID-cards can be encoded and the labels for the ID-cards printed. In Delegate Database it is possible to grant or deny authorization for the following:

- Microphone
- Voting
- Intercom

A screen card is entered for each delegate. All delegate data is input via the main window. For some entries (first name, last name) the only restriction is the number of characters entered. For other entries (country, group etc.) the input must be selected from a list of options which is presented by the system when the user activates that particular field. This options list can be edited and expanded by the user.

Once all delegate data has been specified, the **'Apply'** menu option is used to make the data contained in the current names file functional. This is assuming that all input data is valid, and the PC is properly connected to the Central Control Unit. If these criteria are met, the system adopts the conference-related data entered in the screen card.



Note

Parameters specified in Delegate Database are used by certain other modules, and have a significant influence on the use of those modules. For instance, if authorization to use a microphone is not granted for a delegate (or a number of delegates) then this cannot be overruled using the Synoptic Microphone Control module. Similarly, if voting rights are not granted, then this cannot be overruled using the Parliamentary Voting or Multi Voting modules. The contents of a screen line specified in Delegate Database cannot be altered using the Microphone Management module.



Note

This information is stored in a **'screen card'** which is displayed in the main window of Delegate Database. Each delegate has a separate screen card, with text boxes, edit fields and check boxes for specifying the details for that delegate. Screen cards are stored by the system in a names file.

2 Getting Started

2.1 Starting Delegate Database

2.1.1 The Startup screen

The Delegate Database program is started from the Startup screen (shown below).

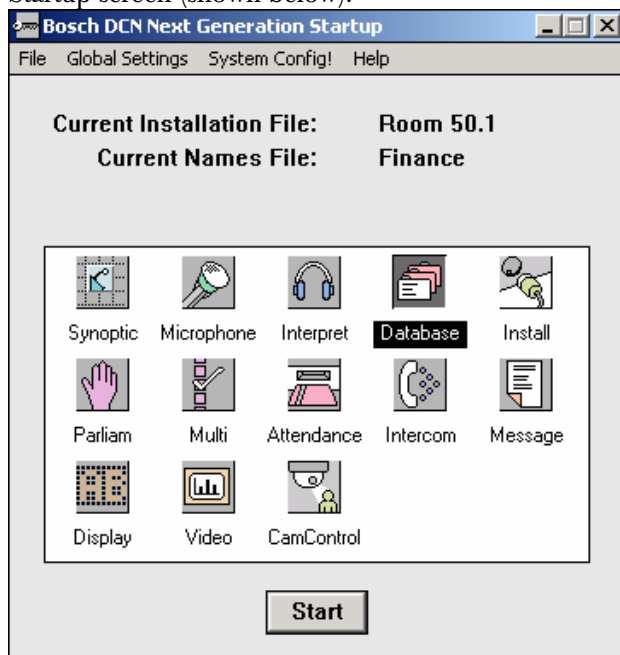


Figure 1 The Startup screen.



Note

For starting the Startup program from an icon in the desktop, refer to the Startup user manual.

The software uses two user-created files that contain important information about the installed hardware configuration and about delegates' names. These files are:

- **Installation file** - containing information about channel assignment and the numbers that have been assigned to all microphones connected to the system. These seat numbers are assigned using this software module.
- **Names file** - containing information about the name, seat number and other conference and personal details of participating delegates. Names files are created using Delegate Database.

The software modules may be started up from the Startup main window without specifying either an installation or names file. However, some software modules will not run without the appropriate installation or names file.

Delegate Database requires an *installation file* in order to function correctly. If you do not specify a *names file* at this point, then once the Delegate Database application is loaded it will be in preparation mode. In this mode you can edit and create delegate screen cards within names files, but it is not possible to download conference data from the open names file to the Central Control Unit (CCU). If you **do** specify a names file, the Delegate Database application opens in that names file, and in operational mode. In this mode it is possible to download conference data to the CCU, provided certain criteria are met.

Selecting an installation (and a names) file

For details on selecting an installation (and a names) file, please refer to the Startup user manual (LBB 4190).



The Delegate Database icon

For details on the Delegate Database icon and how to start Delegate Database from Startup, please refer to the Startup user manual (LBB 4190).

2.2 Using Help

2.2.1 The Help menu

The **'Help'** menu in the title bar contains commands for an on-screen help facility. This help facility contains information on all commands in the **'File'** menu, on which keyboard keys are functional, a description of how to use the software, information on how to use the help facility itself, plus an index and a glossary of terms. All information contained in this user manual is also found in the **'Help'** facility.

The **'Help'** facility contains the following options:

- Index
- Keyboard
- Commands
- Procedures
- Glossary
- Using Help
- About Delegate Database.

2.2.2 Index

To access the index:

- Select the **'Help'** menu and click on **'Index'**.

A full list of subjects covered by the help facility is given in alphabetical order. For more information on any subject contained in the index:

- Click on the required subject in the index.

An on-screen page with the requested information will appear.

2.2.3 Keyboard

This gives information on which keys on your keyboard can be used with the software. This includes using keys to activate menu items, to move around in dialogue boxes, for short cuts, and to select options from the main window. To access the **'Keyboard'** help facility:

- Select the **'Help'** menu and click on **'Keyboard'**.

A list of different key types is given. For more information on any key type contained in the list:

- Click on the required key type in the list.

An on-screen page with the requested information will appear.

2.2.4 Commands

This gives information on all menu options, covering the **'File'**, **'Edit'**, **'View'**, **'Settings'** and **'Help'** menus. To access the **'Commands'** help facility:

- Select the **'Help'** menu and click on **'Commands'**.

A list of menu groups is given. For more information on any menu group contained in the list:

- Click on the required menu group in the list.

A list of options in the selected menu group is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

2.2.5 Procedures

This gives information on how to use the software. To access the **'Procedures'** help facility:

- Select the **'Help'** menu and click on **'Procedures'**.

A list of topics is given. For more information on any topic contained in the list:

- Click on the required topic in the list.

A list of options for the selected topic is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

2.2.6 Glossary

To access the glossary:

- Select the **'Help'** menu and click on **'Glossary'**.

A list of terms used in the help facility is given in alphabetical order. For more information on any term contained in the glossary:

- Click on the required subject in the index.

A window with the requested information will appear.

2.2.7 Using Help

This gives information on how to use the help facility. To access the **'Using Help'** facility:

- Select the **'Help'** menu and click on **'Using Help'**.

A list of topics is given. For more information on any topic contained in the list:

- Click on the required topic in the list.

A list of options for the selected topic is given. For more information on any option contained in the list:

- Click on the required option in the list.

An on-screen page with the requested information will appear.

2.2.8 About

This provides software release information. To display the '*About...*' window:

- Select the '*Help*' menu and click on '*About Delegate Database...*'.

The following window appears:

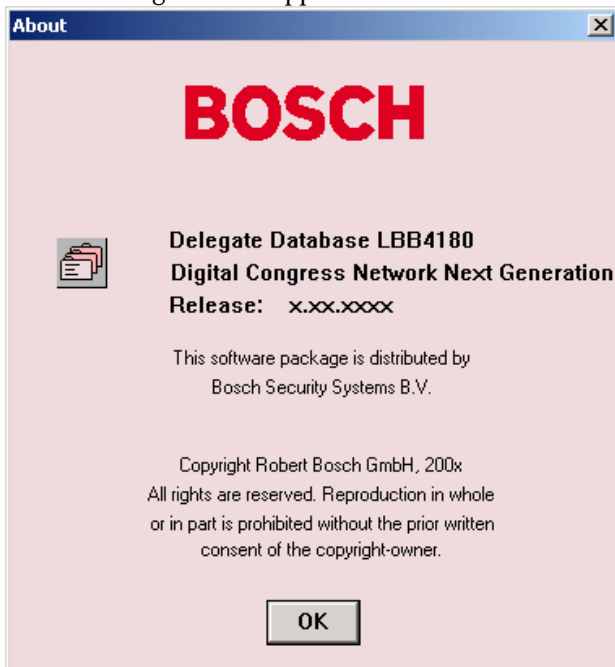


Figure 2 The '*About Del. Database...*' window

To remove this window:

Click on the '*OK*' push button.

3 Preparing for a conference

3.1 The main window

The Delegate Database main window is used to input delegate data and parameters and to access the other dialogue boxes of the Delegate Database program.

Figure 3 The Delegate Database main window

In the title bar at the top of this window, the names file name is displayed. If a names file was selected from the main menu of the Startup program, this file will be opened and the name of this file will appear in the title bar.

If no **'Current Names File'** has been selected from the main menu of the Startup program, then Delegate Database will open in preparation mode. In this mode, pre-conference data can be entered after first opening or creating a names file from the **'File'** menu on the main menu bar. It is possible to access any existing names file or enter data into a new names file. To download delegate data from such a file to the CCU it is necessary to return to Startup and select a names file in the Startup file menu. For more details, please refer to chapter 4.

The main window contains the following elements:

- **'Previous Name'**, **'New Name'**, and **'Next Name'** push buttons
- **'Records'** text and field
- **'Conference Data'** dialogue box
- **'Personal Data'** dialogue box or push button
- **'Screen Line'** text box
- **'ID Card Label'** text box
- **'Produce Card'** push button
- **'Read Card'** push button

3.1.1 The menu bar

All menu options referred to in this user manual are contained within the menu bar, located underneath the title bar at the top of the main window. Access to drop-down menus is gained by clicking on the menu title, displayed in the menu bar. The full list of menu options is as follows:

File	Edit	Search	View	Fields	Configure	Apply	Help
New...	Cut	Find...	Multiple Names	Group...	Multiple Names View...	All	Index...
Open...	Copy	Find Next...	Id Card Label	Title...	ID Card...	One	Keyboard
Copy...	Paste	Find by Card...	Screen Line	Country...	Screen Line		Commands
Delete...	Delete			Interpretation...			Procedures
Import...	Select All			Pin size...			Glossary
Export...	Delete Record						Using Help
Print...							About...
Exit							

3.2 Working with names files

3.2.1 Names files options

If you wish to use an existing names file or open a completely new one, the **'File'** menu includes commands for doing so.

The **'File'** menu has commands for:

- Creating a new names file
- Opening an existing names file
- Copying a names file
- Deleting a names file
- Importing a names file
- Exporting a names file
- Printing
- Exiting the Delegate Database program.



Note

Exiting the Delegate Database program is covered in paragraph 4.2. Printing is covered in paragraph 3.6.

Creating a new names file

To open a new names file:

- Select the **'File'** menu and click on **'New...'**.

The following dialogue box appears:

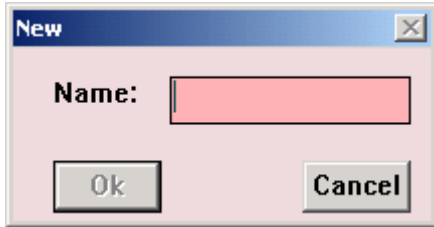


Figure 4 The 'New...' dialogue box

The **'New'** dialogue box contains a text box for entering the names file name. You can type a name up to 12 characters long.

- Type the desired names file name in the text box.
- Click on the **'Ok'** push button.



Note

Clicking on the **'Cancel'** push button closes the dialogue box without performing the function. This applies to all dialogue boxes in the Delegate Database program.

If a file name has been entered, a new names file opens and the name appears in the title bar at the top of the window. If you have made changes to the current names file, they will be automatically saved before a new names file is opened.

If you have entered a file name that already exists, a warning message with the following text is displayed:

'A file already exists with this name'

- Click on the **'Ok'** push button. The dialogue box returns and a new name should be typed in.

If you have entered invalid data (i.e. invalid PIN code, seat number or card code) and attempt to open a new or existing file, the appropriate warning message is displayed:

'Invalid PIN code'

'Use 1, 2, 3, 4 or 5'

or

'Invalid seat number'

or

'Duplicate seat number'

or

'Card code not correct'

- Click on the **'Ok'** push button.

The **'New'** dialogue box returns. If you proceed with opening a new names file, the invalid data (PIN code,

seat number or card code) will be deleted from the current names file. To replace the invalid data:

- Click on the **'Cancel'** push button in the **'New'** dialogue box.

The **'New'** dialogue box will disappear. The invalid data is highlighted in the current names file. You can then alter it.

Once you have entered a valid file name, a new names file will be created. The screen cards within this names file will contain unique system-specified entries for card code, PIN code and seat number. These values can be altered, but under normal circumstances there will be no need to. If you do wish to change them, you must ensure the new values are valid and unique.

Opening an existing names file

To open a names file:

- Select the **'File'** menu and click on **'Open...'**

The following dialogue box appears:

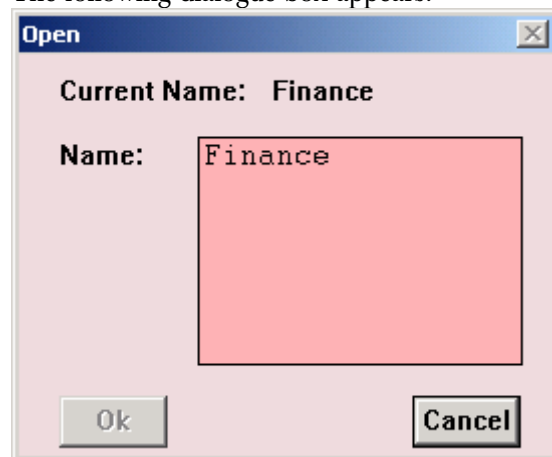


Figure 5 The 'Open' dialogue box

When the **'Open'** dialogue box opens, a list box appears with all names files currently available. The currently open names file is also shown. If the list contains more names than can be displayed, a scroll bar is provided. To open a names file:

- Click on the name in the list.
- Click on the **'Ok'** push button.



Tip

You can also open a file by double-clicking on the file name.

The selected names file will be opened. If you have made changes to the current names file, they will be automatically saved before another names file is opened.

If you have entered invalid data (i.e. invalid PIN code, seat number or card code) an appropriate warning message is displayed. For more details, please refer to page 9.

Copying a names file

Allows you to save the current names file under a new name. The original file remains unaltered. To do so:

- Select the **'File'** menu and click on **'Copy...'**.

The following dialogue box appears:

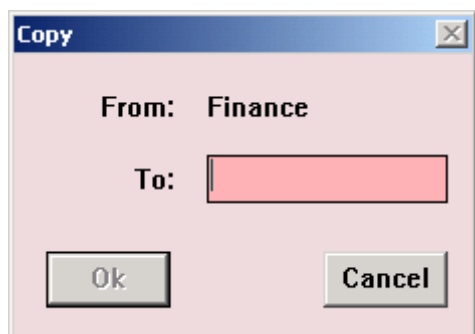


Figure 6 The 'Copy' dialogue box

The **'Copy'** dialogue box contains a text line giving the current name of the file and a text box for entering the new names file name. You can type a name up to 12 characters long.

- Type the new file name in the text box.
- Click on the **'Ok'** push button.

The current names file will be saved under the new name if all data in the file is valid.

If you have typed a file name that already exists, a warning message with the following text is displayed:

'A file already exists with this name'

- Click on the **'Ok'** push button. The dialogue box returns and a valid name can be typed in.

Deleting a names file

To delete a redundant names file:

- Select the **'File'** menu and click on **'Delete...'**.

The following dialogue box appears:

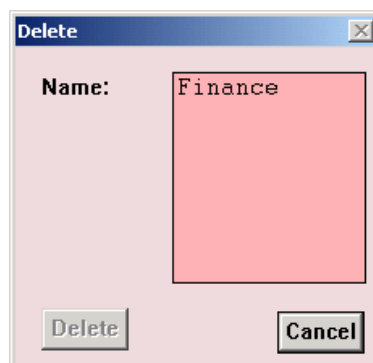


Figure 7 The 'Delete' dialogue box

- Click on the name in the list.
- Click on the **'Delete'** push button.

Another dialogue box will appear, with the text: ***'Are you sure you want to delete file <file name>'***

If you still want to continue:

- Click on the **'Ok'** push button.

The file is deleted and the main window returns.

Importing & Exporting names file

Delegate Database application can import and export a names file in ASCII format. This allows external programs to produce or process DCN Next Generation names files. These import/export names files are also used to transfer a names file to a newer version of the DCN Next Generation software. The old names file is exported from the old database and then imported into the new one. Exported names files are "upwardly-compatible". This means that newer DCN Next Generation versions can read old files, but not the other way around.

To import a names file:

- Select the **'File'** menu and click on **'Import...'**

The dialogue box on the following page appears:

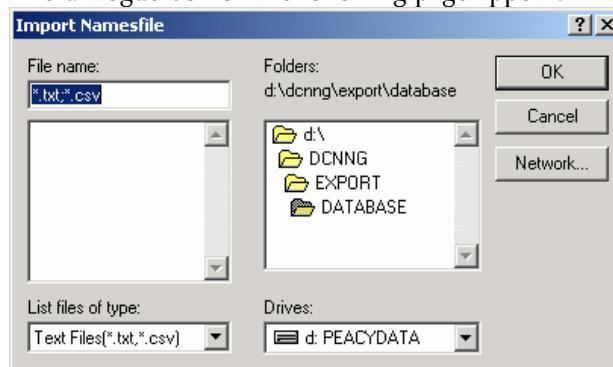


Figure 8 The 'Import names file' dialogue box

The dcnnng\export directory is opened as default. Any file(s) with a .txt or .csv extension are shown. You can display all file types by selecting the **'All Files'** option in the **'List Files of Type:'** drop-down list box in the bottom left hand corner of the dialogue box. A scroll bar is present if the number of files is too large to display. To select a different drive or directory:

- Click on the required drive letter in the **'Drives:'** drop-down list box.
- Double-click on the required directory.

To import a names file:

- Click on the file to be imported.
- Click on the **'Ok'** push button.

If you have typed a file name that already exists, a warning message with the following text is displayed:

'A file already exists with this name'

To export a names file:

- Select the **'File'** menu and click on **'Export...'**

The following dialogue box appears:

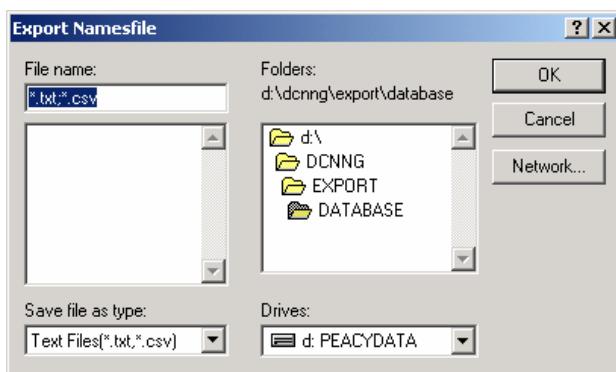


Figure 9 The 'Export names file' dialogue box

The dcnnng\export directory is opened as default. Any files with a .txt or .csv file extension are shown. You can display all file types by selecting the **'All Files'** option in the **'List Files of Type:'** drop-down list box in the bottom left hand corner of the dialogue box. A scroll bar is present if the number of files is too large to display in the **'Files:'** window. To select a different drive or directory:

- Click on the required drive letter in the **'Drives:'** drop-down list box.
- Double-click on the required directory.

To export a names file:

- Enter a name for the file to be exported.

- Click on the **'Ok'** push button.

The current names file will be exported.

Field Definitions

Some values in the import file may be left blank in which case they will be automatically set to default values. These defaults are usually empty strings, 0 in case of numerical values or yes in case of the authorization fields. The default separator for the fields in the import file is the comma.



Note

Before a file is imported, new default values for the authorization fields and the import separator can be set by adding a section to the DCNNG.INI file as described below (values shown are the defaults):

```
[Database]
ImportSeparator=,
Authorization=Yes
where:
```

ImportSeparator	Defines the separator character between fields in the import file.
Authorization	Determines the default value for the voting, microphone and intercom-authorization (Yes or No) Default is Yes

Upon export of a names file, any separator character that appears as part of an exported text is replaced by a single space. This ensures that the names file can be re-imported using the same setting for the separator character.

The CSV files are ASCII based files and numerical values are represented by strings (card code 1234 is represented by the string 1234). When omitted fields are followed by other fields the separators of the omitted fields must be present in the line. The separators of the fields omitted at the end of the line can be omitted (also see examples in this section).

First line:

```
DCNNG NAMES
X.0<SEP>filename<SEP>pinsize<SEP>width
field1<SEP>field1<SEP> field2<EOL>
```

where:

DCNNG NAMES x.0

Where x represents the DCN Next Generation software version number. Fixed text that indicates the type of file and the version of DCN Next Generation that produced the file. (Required entry.)

Filename

The name under which this file appears in the DCN Next Generation application, not the csv file

name. String with length >0 and < 13 characters.
(Required entry)

pinsize

Size of the pincode. Range: 3,4,5, default 3. (Can be omitted)

width field1

The size in characters of the first screen line field.
Range: 0-30, default 15. (When no value is given the default is used)

field1, field2

The fields to use for the first and second parts of the screen line. These can be any of the following strings: Last Name, First Name, Seat Number, Group, Country, Title, Interpretation, User Display, Card Code, PIN Code, Vote Weight, Birthday, Company, Street, Post Code, City, E-Mail, Fax, Phone. (Can be omitted)
field1 and field2 defaults to [None].

<SEP>

Indicates a separator character.

<EOL>

Indicates an end of line (carriage return (0x0D) and newline character(0x0A)).

Example:

DCNNG NAMES x.0,Test DB,4,20,Last Name,Company

This example gives the first line of a DCN Next Generation x.0 import file. The file will be called "Test DB" within the DCN Next Generation program. It uses 4-digit PIN-codes and the screen line contains the last name and company name of each delegate, with the last name consisting of 20 characters.



Note

If DCN Next Generation is installed in a language other than English, the names for field1 and field2 are translated. Refer to the corresponding entry fields in the Delegate Database application for the correct field names in your version of the DCN Next Generation software.

The following table defines the fields which make up the second and following lines (depending on the amount of delegate records) of the CSV file. Each line represents a delegate record. The following fields are defined :

```
Delegate ID<SEP>lastname<SEP>firstname<SEP>
seatnumber<SEP>groupname<SEP>country name
<SEP>title<SEP>audio language<SEP>display
language<SEP>card code<SEP>PIN code<SEP>
authorization voting<SEP>authorization
microphone<SEP>authorization intercom<SEP>
voting weight<SEP>birth date<SEP>company
name<SEP>street<SEP>ZIP code<SEP>city<SEP>E-
mail address<SEP>fax number<SEP>phone number
<EOL>
```

where:

delegate ID

A number in the range 1-1000 (single CCU) or 1-1500 (multi-CCU) that identifies the delegate in the delegate database. Each delegate has a unique ID-number. (Required entry.)

lastname

string with up to 40 characters. (Can be omitted.)

firstname

string with up to 14 characters. (Can be omitted.)

seatnumber

The seat number of the delegate. string consisting of four characters within the range 0..9,A..Z (e.g. 0001 or 2CHR, must be unique. (Can be omitted only if a card code for this record is available.)

groupname

The name of the group for this delegate as determined by the names file. If the delegate is not associated with a group this part is empty.
String with up to 20 characters, max. 32 different group names per file. (Can be omitted.)

country name

string with up to 20 characters, max. 200 different country names per file. (Can be omitted.)

title

string with up to 14 characters, max. 50 different titles per file. (Can be omitted.)

audio language

string with up to 12 characters, max. 32 different audio languages per file. (Can be omitted.)

display language

a string representing the language of this particular delegate, DCN Next Generation displays the texts in this required language on the DCN Next Generation unit. (Can be omitted.) See remark and table below.

card code

a number within the range 1..999999999 must be unique within the file. (Can be omitted only if a seat number for this record is available.)

PIN code

<pinsize> (see first line definitions) digits in the range 1..5. (Can be omitted.)

authorization voting

DCN Next Generation language independent text
NoVoting or Voting (=default). (Can be omitted.)

authorization microphone

DCN Next Generation language independent text
NoMicro or Micro (=default). (Can be omitted.)

authorization intercom

DCN Next Generation language independent text
NoIntercom or Intercom (=default). (Can be omitted.)

voting weight

a number within the range 1..99999999
(1=default). (Can be omitted.)

birth date

string with up to 19 characters. (Can be omitted.)
company name
 string with up to 19 characters. (Can be omitted.)
street
 string with up to 40 characters. (Can be omitted.)
ZIP code
 string with up to 9 characters. (Can be omitted.)
city
 string with up to 19 characters. (Can be omitted.)
E mail address
 string with up to 19 characters. (Can be omitted.)
fax number
 string with up to 19 characters. (Can be omitted.)
phone number
 string with up to 19 characters. (Can be omitted.)

The delegate ID is a unique number, the other fields correspond directly to the entry fields in the Delegate Database application.

Delegate ID is required, but the other fields may be left blank or can be omitted all together.

Example:

```
1,Doe,John,A1,My group,United
States,Dr.,English,,12345678,123,Voting,NoMicro
```

This is the entry for Dr. John Doe, sitting at seat A1. He is from the United States, belongs to group "My group" and has English as audio language. Display language is as default. His card code is 12345678 with PIN code 123. He has voting but no microphone authorization, and all other fields are omitted and thus left as default. The DCN Next Generation system holds a subset of six different languages. If another language, other than the six available, is present in the import file this delegate's display language will be English. These abbreviations are DCN Next Generation language version independent.

3.3 Entering delegate data

Delegate data is classed either as conference data or personal data. Conference data is information that is directly related to the conference in which the delegate is participating. Personal data is additional information that is not-conference related. All data is entered into the screen card via the main window.



Note

A screen card is what is displayed in the main window of Delegate Database, and is used to store data on delegates. Each delegate has a separate screen card, with text boxes, edit fields and check boxes for specifying the

details for that delegate. Screen cards are stored by the DCN system in a names file.

The data fields contained within the '*Conference Data*' dialogue box can be divided into three categories:

- User-specified
- User-selected
- System-specified

There are two user-specified fields: '*Last Name*' and '*First Name*'. The only restriction on entries in these fields is the number of characters; maximum 40 for '*Last Name*' and 14 for '*First Name*'.

There are five user-selected fields: '*Country*', '*Interpretation*', '*User Display*', '*Group*', '*Title*'.

Entries in these fields must be selected from a list of options offered by the system. However, all lists except User Display can be edited or updated. For more details on editing lists, please refer to 'Editing screen-card fields' on page 14.

There are four system-specified fields: '*Seat Number*', '*Pin Code*', '*Card Code*' and '*Vote Weight*'.

- The seat number is a unique number that identifies the delegate unit to the system.
- The PIN code is an identification number that the delegate has to enter into his/her delegate unit before gaining access to conferencing facilities.
- The card code is a numerical code, invisible to the user that identifies a delegate's ID-card to the system. A card code is shared by a card and a delegate unit, but is otherwise unique. A delegate must insert his/her card into the delegate unit to gain access to conferencing facilities.



Note

The address of the card code on the chip card is configurable. The default address is 25. To change the default value, the following line must be added in the DCNNG.INI file:

```
[Startup]
DataStart= #
where
#           is the specified address of the
card code.
```



Note

The Read Card push button allows you to automatically read the code on an ID-card with the ID-card encoder.

- The vote weight facility increases the voting power of delegates by assigning a value greater than one to their vote. This is often used in shareholder meetings. It is possible to specify a

vote weight between one and 99,999,999.
Normal delegates have a vote weight of one.

In the **'Vote Weight'** field, the default value is always one. For the other three fields, the system generates a list of available values. These values do not appear automatically on-screen, but can be selected by clicking on the up or down scroll buttons to the right of each field. These values can be altered, if required, but any new values entered must be valid. The data fields contained within the personal data dialogue box are all user-specified. The only restriction on entries in these fields is the number of characters.

3.3.1 Defining conference data options

It is possible to define parameters relating to certain conference data fields. These parameters are:

- **'Country'** option list contents
- **'Interpretation'** option list contents
- **'Group'** option list contents
- **'Title'** option list contents
- PIN code length
- ID-card label contents
- Screen line contents

Editing screen-card fields

This option allows you to edit the option lists contained within screen-card fields. The fields that can be edited are:

- **'Group'**
- **'Title'**
- **'Country'**
- **'Interpretation'**

To edit the **'Group List'** field:

- Select the **'Fields'** menu and click on **'Group'**.

The following dialogue box appears:

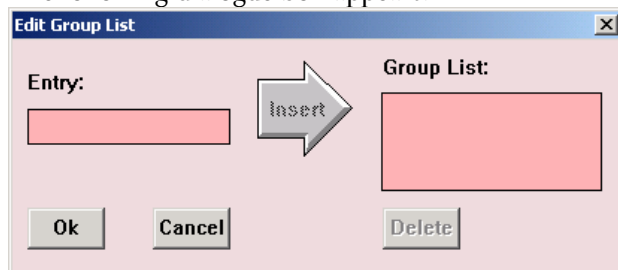


Figure 10 The 'Edit group list' dialogue box

The list box entitled **'Group List'** contains a list of all current possibilities. If it contains more entries than can be displayed, a scroll bar is provided.



Note

If you are working with a new names file, the Group List is empty.

To insert extra entries into the **'Group List'** field:

- Type in the desired entry in the text box entitled **'Entry'**, situated at the left-hand side of the dialogue box.
- Click on the arrow-shaped **'Insert'** push button. You can also insert by pressing the <ENTER> key.

The new entry will be inserted into the **'Group List'** field. To delete entries in the **'Group List'** field:

- Select the entry in the **'Group List'** field to be deleted.
- Click on the **'Delete'** push button.

The selected entry in the **'Group List'** field will be deleted. When you have finished editing the **'Group List'** field:

- Click on the **'Ok'** push button.

You will return to the main window.

The **'Title'**, **'Country'** and **'Interpretation'** fields are edited in the same manner as described for the **'Group List'** field.

Specifying the PIN size

This option enables you to specify the length of the PIN code for the current names file. You can choose between three, four or five numbers.



Caution

Once a PIN code has been specified and saved within the current names file, it is no longer possible to specify another PIN code length smaller than the current one.

To specify the PIN code length:

- Select the **'Fields'** menu and click on **'PIN Size...'**

The following dialogue box appears:

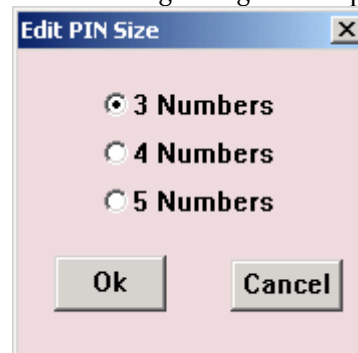


Figure 11 The 'Edit PIN size' dialogue box

- Select the desired length by clicking on the radio button.

When you have specified the PIN code length:

- Click on the '**Ok**' push button.

You will return to the main window.

Configuring the multiple names window

This option allows you to specify which fields will appear in the multiple names window. (For more details on the multiple names window, please refer to 'Viewing Multiple Names' on page 21).



Caution

The maximum amount of information that can be present is 64,000 characters. If this amount is exceeded (in a very large names file, for example), one or more columns of information will be removed from the right hand side and replaced by the word '**None**'. There is no error message.

- Select the '**Configure**' menu and click on '**Multiple Names View...**'.

The following dialogue box appears:

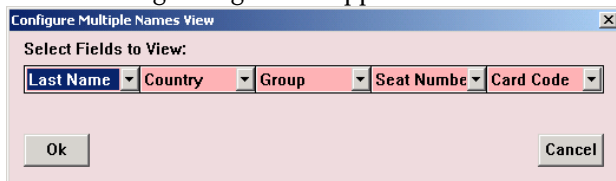


Figure 12 The 'Configure Multiple Names View' dialogue box

There are five drop-down list boxes with scroll bars, each one containing a list of all possible fields. To specify a field:

- Scroll through the drop-down list box until you find the required field.

Select this field by clicking on it. Repeat this for all fields. If you wish to alter any of your selections simply repeat the above process. Once all fields have been specified:

- Click on the '**Ok**' push button.

Configuring and producing ID-card labels

This option allows you to specify which fields will appear in the ID-card label when printed.



Caution

The maximum dimensions of labels are 25 x 55 mm.

- Select the '**Configure**' menu and click on '**ID-card...**'.

The following dialogue box appears:

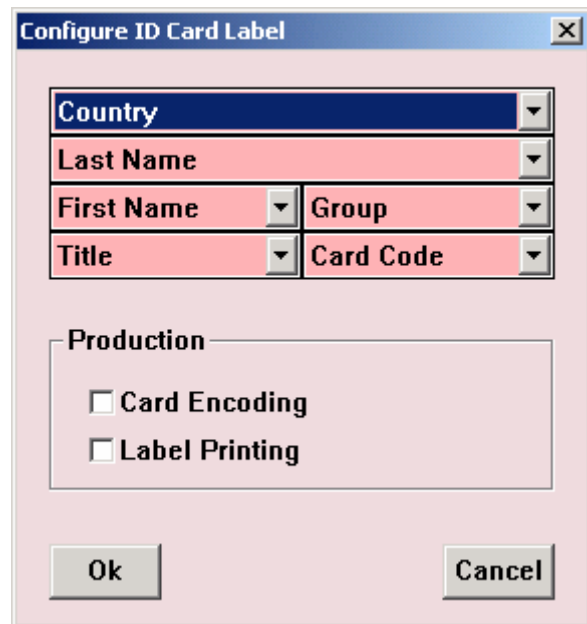


Figure 13 The 'Configure ID Card Label' dialogue box

There are six drop-down list boxes with scroll bars, each one containing a list of all possible fields. To specify the first field:

- Scroll through the top drop-down list box until you find the required field. Select this field by clicking on it.

Repeat this for the remaining five fields. If you wish to alter any of your selections simply repeat the above process.

Within the Configure ID-card dialogue box is a dialogue box entitled '**Production**'. There are two options:

- Card encoding
- Label printing



Note

Please read the Software Installation Instructions how to install the card encoder.

Card encoding involves transferring information from Delegate Database to the ID card.

To authorize card encoding:

- Click on the '**Card Encoding**' check box.

A (✓) will appear in the box, indicating this function is enabled. The '**Produce Card**' push button in the main window will become active if LBB 4181/00

ID_Card encoder software is enabled and a card encoder is present.

Label printing involves printing the information specified for the ID-card as a label.

To authorize label printing:

- Click on the **'Label Printing'** check box.

An (✓) will appear in the box, indicating this function is enabled.



Note

These two functions are not mutually exclusive, so it is possible to specify both card encoding and label printing.

Once you have specified all parameters:

- Click on the **'Ok'** push button.

An ID-card can be produced for the current screen card if the following conditions are met:

- The current screen card contains valid data for **'Seat Number'**, **'PIN Code'**, **'Card Code'** and **'Vote Weight'**
- The **'View ID-card label'** option is selected
- The **'Personal Data'** window is not displayed in the main window
- At least one of the two options in the **'Production'** dialogue box is selected
- An ID-card encoder has been properly connected to the PC

If the conditions are not met, the **'Produce Card'** push button is not active.

To produce an ID-card and/or label:

- Click on the **'Produce Card'** push button situated at the bottom right of the main window.

A label will be printed if the first three conditions above are met and also:

- The **'Label Printing'** option is selected
- A label printer has been properly connected to the PC

Configuring the screen line

This option allows you to specify which fields will appear in the screen line.

- Select the **'Configure'** menu and click on **'Screen Line...'**.

The following dialogue box appears:

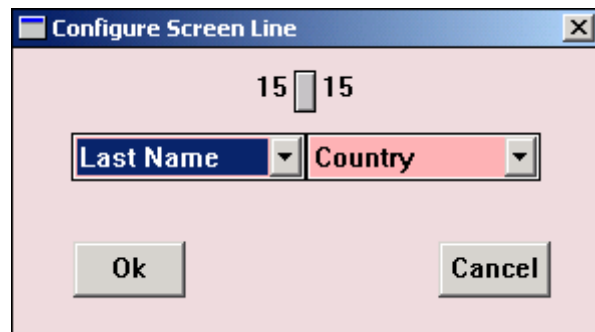


Figure 14 The 'Configure Screen Line' dialogue box

There are two drop-down list boxes with scroll bars, each one containing a list of all possible fields. To specify the first field:

- Scroll through the left drop-down list box until you find the required field. Select this field by clicking on it.

Repeat this for the right drop-down list box. If you wish to alter any of your selections simply repeat the above process.

You can also specify the number of characters for each field. The combined sum of the characters in both fields must always be 30, so increasing the length of one automatically decreases the length of the other. To alter the lengths of the fields:

- Drag the block located between the two fields in the required direction.

Dragging the block to the left decreases the length of the first field (and therefore increases the length of the second). Dragging to the right increases the length of the first field (and therefore decreases the length of the second). Once all fields have been specified:

- Click on the **'Ok'** push button.

3.3.2 Entering conference data

If you are working with a new screen card, all conference data fields in the main window (except **'Vote Weight'**) will be empty.

If you have opened an existing names file, or used the **'Previous Name'** or **'Next Name'** button, the conference data fields will display the data already specified for those fields. You can edit some or all of the fields simply by typing over the existing data.

Last Name:

First Name:

Country:

Interpretation:

User Display:

Group:

Figure 15 New fields

Last Name:

First Name:

Country:

Interpretation:

User Display:

Group:

Figure 16 Existing fields

Whether you are working in a new screen card or an existing one, a text insertion point is located in the **'Last Name'** text box. To input data in the **'Last Name'** field:

- Type the desired last name in the text box.
- Press the <Tab> key on the keyboard.

The text insertion point will now be located in the **'First Name'** text box.

To input data in the **'First Name'** field:

- Type the desired first name in the text box.
- Press the <TAB> key on the keyboard.

To input data in the **'Country'** field:

- Scroll through the **'Country'** drop-down list box until you find the required entry. Select this entry by clicking on it.



Note

If you cannot find the country you are looking for, it is possible to update the **'Country'** list to include the information you require. For more details, refer to **'Editing screen-card fields'** on page 14.

To access any field other than the currently selected one:

- Position the cursor in the required text box and click.

The procedure for the **'Interpretation'**, **'Group'** and **'Title'** fields is exactly the same as described for the **'Country'** field.

You can input data into the **'User Display'** field in the same manner as given for the **'Country'** field. However, you cannot alter the options in the **'User Display'** drop-down list box. These options are system-specified, and are dependent on which display languages have been selected during installation of the software.

To specify a **'Vote Weight'** other than the default value (1):

- Type the required number in the text box.



Note

The number you type must be a decimal number, and may not be larger than 99,999,999.



Tip

You can also use the up or down scroll buttons to locate the number you require. Scrolling down from 1 takes you to 99,999,999 and then continues downwards from there. Scrolling up from 99,999,999 takes you to 1 and then upwards from there.

If you are working with a new delegate screen card, the **'Seat Number'**, **'PIN Code'**, and **'Card Code'** fields will be blank. To specify a unique seat number:

- Click on either the up or down scroll button situated to the right of the **'Seat Number'** text box.

Clicking on the up scroll button displays the next free valid seat number.

Clicking on the down scroll button displays the previous free valid seat number.

To specify a particular seat number:

- Position the cursor in the **'Seat Number'** text box.
- Type the desired seat number.

A seat number must consist of four alphanumeric characters (numbers and letters). When you leave the **'Seat Number'** text box after typing a seat number, the system performs a check. If the number is not valid, the following error message will appear:

'Invalid seat number'

If the number is not unique, the following error message will appear:

'Duplicate seat number'

If either error message appears, you must input a new number. To alter the PIN code:

- Click on either the up or down scroll button situated to the right of the **'PIN Code'** text box.

To specify a particular PIN code:

- Position the cursor in the **'PIN Code'** text box.
- Type the desired PIN code.

To specify the length of the PIN code, refer to page 14. The PIN code can consist of either three, four or five numbers. It only uses the numbers 1 to 5 inclusive. When you leave the current screen card, the system performs a check on the PIN code you have entered. If the code is not valid, the following error message will appear:

***'Invalid PIN code.
Use 1, 2, 3, 4 or 5'***

If this error message appears, you must input a new PIN code. To alter the card code:

- Click on either the up or down scroll button situated to the right of the ***'Card code'*** text box.

To specify a particular card code:

- Position the cursor in the ***'Card code'*** text box.
- Type the desired card code.

A card code consists of up to nine numbers. If you input a code of less than nine numbers, the system fills in the leading zeros. When you leave the ***'Card code'*** text box after typing a card code, the system performs a check. If the code is not valid, the following error message will appear:

'Card code not correct'

If the code is not unique, the following error message will appear:

'Duplicate card code'

If either error message appears, you must input a new code. If you are using ID-cards that already have their own card code, it is possible to import this code into the current screen card. It is necessary to connect a card encoder to the PC and enter the ID-card into the card encoder. To import the card code:

- Click on the ***'Read Card'*** push button situated to the right of the ***'Card Code'*** field.

The card code will be imported and will appear in the ***'Card Code'*** field. Leaving the current screen card and accessing another (i.e. Next, Previous, New...) causes the system to automatically save the data you have entered, providing all data is valid.

Authorizing microphones, voting and intercom

This option allows you to specify whether individual delegates are allowed to use the microphone on their contribution unit, take part in electronic voting or use intercom facilities.

The ***'Authorization'*** dialogue box is situated at the top right of the ***'Conference Data'*** dialogue box. All three options are enabled by default, indicated by a (✓) in the corresponding check box.

To disable a delegate for any of these options:

- Click on the appropriate check box.

The (✓) will disappear to indicate this function has been disabled. To re-enable the function:

- Click on the check box again.

These functions are not mutually exclusive, so any combination can be specified.

3.3.3 Entering personal data

The ***'Personal Data'*** window offers you the possibility of entering additional, personal information about conference delegates. Each delegate screen card has a corresponding ***'Personal Data'*** window. It is possible to enter data into the ***'Personal Data'*** window and thereafter to disable the window, so this personal data is not displayed on-screen. The data is not required for conference proceedings, but is intended for database purposes.

The screenshot shows a window titled 'Personal Data' with a downward-pointing arrow on the left. Inside the window, there are eight input fields arranged in two columns. The left column contains: 'Street:', 'Postal Code:', 'Company:', and 'Birthdate:'. The right column contains: 'Phone:', a blank field, 'Fax:', and 'E-Mail:'. Each label is followed by a rectangular text input box.

Figure 17 The ***'Personal data'*** window

The ***'Personal Data'*** window contains fields for the following data:

- Street name and number
- Postal code
- City
- Company
- Date of birth
- Telephone number
- Fax number
- E-mail address

When entering personal data for a new delegate, all of the above fields will be blank. If you are editing an existing personal data card, the fields will display the original information. If the ***'Personal Data'*** window is not displayed on screen, you must first enable it. To do so:

- Click on the ***'Personal Data'*** push button, located below the ***'Conference Data'*** dialogue box and marked with a downward pointing arrow.

The ***'Personal Data'*** window will appear. There will be a text insertion point in the first text box, ***'Street'***.

- Type in the appropriate information.

**Note**

There is no horizontal scroll facility, so the maximum number of characters in any field can never be more than what can be displayed in the text field.

To access the next text field:

- Press the <Tab> key on the keyboard.

**Tip**

You can access any text field by positioning the cursor in the required text field and clicking.

Information is entered into all fields in exactly the same manner as explained above for the **'Street'** field. Once all information has been entered:

- Click on the **'Personal Data'** push button, located at the top left of the **'Personal Data'** window and marked with an upward pointing arrow.

The **'Personal Data'** window will disappear.

3.4 Working in names files

3.4.1 Searching for delegate screen cards

The Search facility in Delegate Database allows you to initiate a search through the current names file for a particular delegate screen card. You can specify which field the search will be based on, and also the entry in that field you wish to locate. To initiate a search:

- Select the **'Search'** menu and click on **'Find...'**.

The following dialogue box appears:

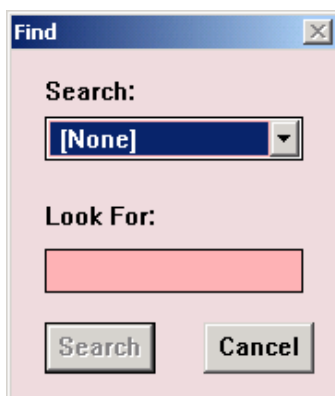


Figure 18 The **'Find'** dialogue box

Under **'Search'**: is a list box containing a list of all fields in a delegate screen card. To specify in which field the search will take place:

- Scroll through the list until you find the required field. Select this field by clicking on it.

Under **'Look for:'** is a text box where you can specify the particular entry in the selected field to be searched for. You can type an entry up to five characters long.

- Type the entry to be searched for in the text box.
- Click on the **'Search'** push button.

If the search is successful, the appropriate delegate screen card will be displayed on screen. If the search is unsuccessful, the following error message will appear:

'Text typed not found'

Repeating the search

This option allows you to repeat the search for the data entered above. This is useful if there is more than one entry corresponding to the entered data. To repeat the search:

- Select the **'Search'** menu and click on **'Find Next'**.

**Note**

The **'Find Next'** option is only active if the first search has been successful.

The search is repeated. The next entry (if any) corresponding to the entered data is shown.

Searching by card

This option allows you to present a particular delegate ID-card to an ID-card reader, then find and display the screen card related to the ID-card.

**Note**

Before using this option, a card reader must be connected.

- Read the ID-card using the ID-card reader.
- Select the **'Search'** menu and click on **'Find by Card'**.

The appropriate screen card will be displayed.

Moving through delegate screen cards

You can also access other delegate screen cards without having to initiate a search. There are push buttons in the main window that allow you to access the previous screen card, the following one, or to clear the screen and set up a new one.

**Note**

'*Previous Name*' and '*Next Name*' will not be enabled if there is only one screen card in the current names file.

The system looks for '*Previous Name*' and '*Next Name*' screen cards alphabetically, based on the last names. If there are two or more entries with the same last name, first names are used.

To access the next screen card:

- Click on the '*Next Name*' push button.

The next delegate screen card will be displayed on-screen.

**Note**

When the last delegate screen card is currently on-screen and you press the '*Next Name*' push button, then the first delegate screen card will be displayed.

To access the previous screen card:

- Click on the '*Previous Name*' push button.

The previous delegate screen card will be displayed on-screen. To clear the current delegate data:

- Click on the '*New Name*' push button.

A new delegate screen card will be displayed. This card will be empty except for a vote weight value of 1.

3.4.2 Editing names files

There are a number of facilities available to simplify editing and updating names files. You will find them in the '*Edit*' menu:

- Cutting data
- Copying data
- Pasting data
- Deleting data
- Selecting a complete screen card for cutting, copying or deleting

**Note**

It is not possible to edit the data shown in the multiple names window, if present. The data shown only alters when the delegate cards themselves are edited.

**Tip**

You can move through the fields in a delegate screen card by pressing the <TAB> key on the keyboard.

Cutting data

This option allows you to remove the data from a single field in a delegate screen card and store it in a temporary buffer.

- Select the field to be cut by clicking on it.
- Select the '*Edit*' menu and click on '*Cut*'.

The data is removed and stored in a temporary buffer, and can be inserted into the same field of another delegate screen card using the '*Paste*' option (see page 21).

Copying data

This option allows you to copy the data from a single field in a delegate screen card and store it in a temporary buffer.

- Select the field to be copied by clicking on it.
- Select the '*Edit*' menu and click on '*Copy*'.

The data is copied and stored in a temporary buffer, and can be inserted into the same field of another delegate screen card using the '*Paste*' option (see page 21).

Deleting data

This option allows you to delete the data from a single field in a delegate screen card.

- Select the field to be deleted by clicking on it.
- Select the '*Edit*' menu and click on '*Delete*'.

The text will be deleted.

Selecting a complete screen card

This option allows you to select a complete delegate screen card (except the seat number, PIN code and card code) and cut, copy or delete it. To do so:

- Select the '*Edit*' menu and click on '*Select All*'.
- Click on '*Cut*', '*Copy*' or '*Delete*'.

If cut or copied, the screen card data is stored in a temporary buffer, and can be inserted into another delegate screen card using the '*Paste*' option. If deleted, the screen card data is removed and destroyed.

**Note**

This option also selects all the information contained in the '**Personal Data**' window, whether this window is displayed or not. If the screen card information is then pasted, the personal data information is inserted into the appropriate fields of the '**Personal Data**' window of the new screen card, whether it is displayed or not.

Deleting a record

This option allows you to delete the current delegate screen card. To do so:

- Select the '**Edit**' menu and click on '**Delete Record**'.

The current screen card will be deleted.

Pasting data

This option allows you to paste cut or copied data from the temporary buffer into another delegate screen card. To do so:

- Select the '**Edit**' menu and click on '**Paste**'.

The buffer text will be inserted in the correct field(s).

**Note**

Pasting does not empty the buffer; the cut or copied text remains in the buffer until another block of text replaces it. This means you can paste the same block of text as many times as you wish. If you paste onto existing text in a screen card, this text will be deleted and replaced by the buffer text.

**Note**

In the '**Multiple Names**' window, delegate data can only be viewed, not edited.

**Note**

The maximum amount of information that can be present is 64,000 characters. If this amount is exceeded (in a very large names file, for example), one or more columns of information will be removed from the right hand side.

To enable the '**Multiple Names**' window:

- Select the '**View**' menu and click on '**Multiple Names**'.

The following window appears:

First Name	Last Name	Country	User Display	User Disp
Fred	McAlfee	UK	English	English
Henk	Boudaais	the Netherlands	Dutch	Dutch
Kees	Geerts	France	French	French
Renier	Hongens	Germany	German	German

Figure 19 The '**Multiple Names**' window

The tick mark (✓) will subsequently appear to indicate that this option has been enabled.

The entries are displayed by alphabetical order of the first specified field. A scroll bar is provided if the list is longer than can be displayed on screen. To close this window:

- Double-click on the control box in the top left-hand corner of the window.

Viewing the ID-card label

This option allows you to display the ID-card label in the main window. It is displayed in the bottom right-hand section of the main window. The ID-card label can be printed out and fixed to the front of ID-cards. It can also be used as address labels for post- or pre-conference mailings.

**Note**

The ID-card label can only be displayed if the '**Personal Data**' window is disabled. To disable the '**Personal Data**' window please refer to paragraph 3.3.3.

3.5 Viewing names files**3.5.1 Viewing options**

There are a number of display options available for the main window. These options are contained within the '**View**' menu, and are:

- Viewing multiple names
- Viewing the ID-card label
- Viewing the screen line

Viewing multiple names

This option allows you to display on-screen a list of delegate data, with each entry in the list made up of a maximum of five pre-specified fields (see 'Configuring the Multiple Names Window' on page 15). When the '**View Multiple Names**' option is enabled, the multiple names window will appear alongside or on top of the main window.

**Note**

The data displayed in the '*ID-card label*' window is for reference only and cannot be edited.

To enable the ID-card label in the main window:

- Select the '*View*' menu and click on '*ID Card Label*'.

The following window appears:



Figure 20 The 'ID Card Label' window

The tick mark (✓) will subsequently appear to indicate that this option has been enabled.

Viewing the screen line

This option allows you to display the screen line in the main window. This information is displayed in the bottom left-hand section of the main window. The screen line is the information that is shown on delegate units with LCD displays, hall displays, and in a number of DCN applications such as Microphone Management.

**Note**

The screen line can only be displayed in the main window if the '*Personal Data*' window is not enabled. If the '*Personal Data*' window is enabled and you wish to disable it, please refer to page 18.

**Note**

The data displayed in the screen line is for reference only and cannot be edited.

To enable the screen line in the main window:

- Select the '*View*' menu and click on '*Screen Line*'.

The tick mark (✓) will subsequently appear to indicate that this option has been enabled.

The following window appears:

Screen Line:

Goudsmits the Netherlands

Figure 21 The 'Screen Line' window

To remove the screen line:

- Select the '*View*' menu and click on '*Screen Line*' again.

The screen line will disappear.

3.6 Printing

It is possible to print a hard copy of the current names file. You can also specify certain parameters relating to the printing of the dialogue boxes. To do so:

- Select the '*File*' menu and click on '*Print*'.

The following dialogue box appears:

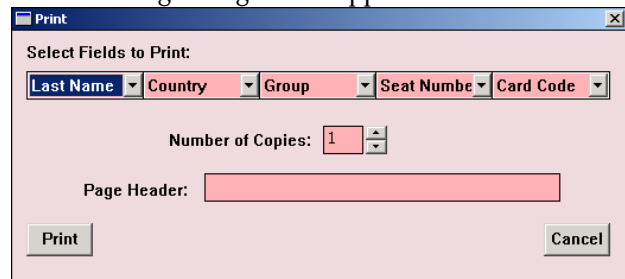


Figure 22 The 'Print' dialogue box

This dialogue box contains five drop-down list boxes for specifying which fields are to be printed, and a field for entering the number of copies required. Each drop-down list box contains a list of all fields available for printing. Some of these fields are related to the names file (such as '*Seat Number*' or '*Card Code*') and some are not (such as '*Group*' or '*Country*'). All available fields are shown in each drop-down list box, arranged alphabetically and with the option '*None*' at the top of the list. The default settings are '*Last Name*' for the first field, '*Country*' for the second, '*Group*' for the third, '*Seat Number*' for the fourth and '*Card Code*' for the fifth. To specify a field:

- Click on the name in the list.

It is also possible to specify a page header that will be printed at the beginning of each page:

- Click on the '*Page Header*' text box.

An appropriate title for the chosen field(s) may be entered up to 80 characters long (although only 20 characters are displayed in the text box). This text box may also be left blank.

**Tip**

If you are inserting more than 20 characters long, you can scroll the text horizontally by using the left and right arrow keys on the keyboard.

To define the number of copies:

- Select the '***Number of Copies***' field and type in the required number.

**Note**

The up and down arrow buttons on the right-hand side of this field can be used to scroll to the required number. The maximum number of copies that can be printed is nine.

When you have specified all print parameters:

- Click on the '**print**' button

The appropriate information will be printed.

4 Applying data during a conference

4.1 Downloading delegate data

You can download conference data to the DCN system, even when a conference is taking place. This is accomplished for the **'Apply'** menu. Downloading data can be done in two ways: all the data in the names file can be downloaded, or only the data for the delegate currently displayed. The **'Apply'** menu has two options, **'All'** and **'One'**, which allows you to select the type of data download.



Caution

Applying delegate data during a conference causes all activities to be suspended while the new information is downloaded.

Before applying delegate data, the following criteria must be met:

- The PC running Delegate Database is properly connected to the system.
- The current names file is in operational mode.



Caution

If a **'Current Names File'** is selected from the main menu of the Startup program, Delegate Database will open in operational mode. Data from the selected names file will be displayed in the main window. If you open or create a names file other than the **'Current Names File'** specified in Startup, the Delegate Database application switches to Preparation mode.

- All values specified for PIN code, card code and seat number are valid and those for card code and seat number are unique.
- There is no other names file currently being downloaded.
- The delegate data you wish to download is different from the data of the previous successful downloading.



Note

The **'All'** sub-menu option is only possible if no voting process is taking place, and if any attendance registration or access control requirements (specified in the Attendance Registration module) are not active. The **'One'** sub-menu option is only possible if no voting process is taking place.

- Click on the **'Apply'** menu option and select either **'All'** or **'One'**.

The data in the current names file relevant to the CCU will be downloaded. This data will then be used by the DCN system for controlling and monitoring conference proceedings, where applicable.

4.2 Exiting delegate database

4.2.1 Temporarily exiting Delegate Database

It is possible to temporarily leave Delegate Database without closing it down completely. To do so:

- Click on the 'minimize' button situated at the top right of the application window.

The Delegate Database program will become iconized in the Windows Taskbar. To re-enter Delegate Database:

- Click on the Delegate Database icon.

4.2.2 Permanently exiting Delegate Database

If you wish to exit Delegate Database completely:

- Select the **'File'** menu and click on **'Exit'**.

If you have made changes to the current names file, they are saved automatically. If you have input invalid data, an appropriate error message is displayed.

- Click on the **'OK'** push button in the error message box.

Delegate Database will close without saving the invalid data.



Tip

You can also exit Delegate Database by clicking on the 'close' button at the far top right corner of the window. By closing the Startup program, all DCN applications will close.

5 DCNNG API

5.1 Introduction

Delegate information, which is normally modified by means of the Delegate Database application and stored in the DCN Next Generation database engine, can be activated by selecting a names-file in the startup application. The selected names-files will then be the current working environment for delegate information. Two libraries (a 16 bits DLL and an OLE automation server, the one used depends on the preferences and environment of the caller) provide the ability to download delegate information into the current working environment. I.e. the information is NOT stored in the database but only in memory. The download overwrites or replaces the names-file, which is present in the current working environment.

5.1.1 DCNNGAPI.DLL

The standard 16 bits Windows DLL (DCNNGAPI.DLL) allows an external program to perform Apply operations and to produce ID-cards and their labels. In order to use the API functions, the Delegate Database application must be present (but not necessarily running). A C/C++ include file that prototypes the functions, defines result codes and contains some C examples is provided with the DCN Next Generation software (DCNNGAPI.H).

5.1.2 DCNNGOLE.EXE

To allow other applications (32 bit) to call the functions from DCNNGAPI.DLL, an OLE automation server exists (DCNNGOLE.EXE). This automation server is a wrapper for the original DCNNGAPI.DLL, but because it is an OLE automation server it is easier to use from 32 bits applications, e.g. Microsoft Office 97.

5.2 API functions

5.2.1 ApplyAll

DLL format:

```
WORD DCNNGAPI_ApplyAll(LPCSTR ImportFileName);
```

OLE automation server format:

```
long ApplyAll(LPCSTR ImportFileName);
```

Inputs:

<i>ImportFileName</i>	Filename including the full path for an "Apply format" import-file. This format is described in section 5.3.
-----------------------	--

Return values:

<i>DCNNGAPI_NOERROR</i> <i>DCNNGAPI_ERROR_DCN_NOT_RUNNING</i> <i>DCNNGAPI_ERROR_NO_AUTHORIZATION</i> <i>DCNNGAPI_ERROR_NO_APPLY_ALLOWED</i>	<p>There are no errors.</p> <p>DCN Next Generation is not running.</p> <p>The Delegate Database application is not available.</p> <p>This function is not currently permitted because:</p> <ul style="list-style-type: none"> • A voting round is currently running. • Attendance Registration is active. • The DCN Next Generation is running off-line i.e. is not connected to a running CCU. <p>An internal error has occurred. Make sure the import file is in the correct format and the communication with the CCU is ok.</p>
--	--

DCNNGAPI_GENERALERROR

Description:

The ApplyAll function will import all delegates present in the specified import file. The newly imported names file will become the new current names file in Startup as if it was opened using "Open names file" in the file menu of Startup.

**Note**

Because the information that is imported in this manner is sent directly to the connected CCU it is not added to the DCN Next Generation database as a regular names file. Therefore this names file cannot be used in the Delegate Database application.

5.2.2 ApplyOne**DLL format:**

```
WORD DCNNGAPI_ApplyOne
(
    WORD    DelegateId,
    LPCSTR  LastName,
    LPCSTR  ScreenLine,
    LPCSTR  SeatNumber,
    LPCSTR  GroupName,
    LPCSTR  DisplayLanguage,
    LONG    CardCode,
    LONG    PinCode,
    BOOL    VoteAuthorization,
    BOOL    MicroAuthorization,
    BOOL    IntercomAuthorization,
    DWORD   VotingWeight
);
```

OLE automation server format:

```
long ApplyOne
(
    short    DelegateId,
    LPCSTR  LastName,
    LPCSTR  ScreenLine,
    LPCSTR  SeatNumber,
    LPCSTR  GroupName,
    LPCSTR  DisplayLanguage,
    long     CardCode,
    long     PinCode,
    short    VoteAuthorization,
    short    MicroAuthorization,
    short    IntercomAuthorization,
    long     VotingWeight
);
```

Inputs:

<i>DelegateId</i>	Delegate identification number. A number in the range 1-1000 (single CCU) or 1-1500 (multi-CCU) that identifies the delegate in the delegate database. Each delegate has a unique ID-number.
<i>LastName</i>	Last name of the delegate. 40 characters maximum.
<i>ScreenLine</i>	Text of 33 characters, which identifies the delegate as text. Can be generated by either the DB application or using DCNNGAPI.
<i>SeatNumber</i>	Default seat number for this delegate. The number is checked for validity. 4 characters, only digits and upper case characters A-Z are allowed.
<i>GroupName</i>	The name of the group for this delegate as determined by the names file. If the delegate is not associated with a group this part is empty. 20 characters maximum. This group name must already be present in the current names file.
<i>DisplayLanguage</i>	Display language for the delegate. The default is English if the specified language is not available.
<i>CardCode</i>	Card code of the delegate's ID-card. This is in the range 1-999999999.
<i>PinCode</i>	PIN code to be used for identification. The digits of the pin code

<i>VoteAuthorization</i>	can only be in the range of 1-5.
<i>MicroAuthorization</i>	Voting authorization (0 = No, 1 = Yes).
<i>IntercomAuthorization</i>	Microphone authorization (0 = No, 1 = Yes).
<i>VotingWeight</i>	Intercom authorization (0 = No, 1 = Yes).
	The voting weight for weighted voting.
	This is in the range 1-99999999 The default is 1 if the range is exceeded.

Return values:

<i>DCNNGAPI_NOERROR</i>	There are no errors.
<i>DCNNGAPI_ERROR_DCN_NOT_RUNNING</i>	DCN Next Generation is not running.
<i>DCNNGAPI_ERROR_NO_AUTHORISATION</i>	The Delegate Database application is not available.
<i>DCNNGAPI_ERROR_NO_APPLY_ALLOWED</i>	This function is not currently permitted because: <ul style="list-style-type: none"> • A voting round is currently running. • The DCN Next Generation is running off-line i.e. is not connected to a running CCU. • The seat number, card code or PIN code field has changed and Attendance Registration is active. • There is no current names file.
<i>DCNNGAPI_GENERALERROR</i>	An internal error has occurred. Make sure the import file is in the correct format and the communication with the CCU is ok.
<i>DCNNGAPI_ERROR_BAD_CARDCODE</i>	The card code is out of range.
<i>DCNNGAPI_ERROR_BAD_PINCODE</i>	The PIN code has too many numbers or uses digits outside the range 1-5.
<i>DCNNGAPI_ERROR_INVALID_SEATNR</i>	The seat number is invalid.
<i>DCNNGAPI_ERROR_GROUP_NOT_PRESENT</i>	The group given is not present in the currently open names file in ST.

Description:

The ApplyOne function applies existing data, which has changed, or new data for a single delegate. The apply is carried out on the currently open names file in Startup. The ApplyOne on changed delegate data is only allowed if the 'seat number', 'card code' and the 'PIN code' fields are not changed when Attendance Registration is activated.

**Note**

Because the information that is imported in this manner is sent directly to the connected CCU, it does not modify the DCN Next Generation database. As a result the Delegate Database application will not show changes made using this function.

**Note**

If DCN Next Generation is installed in a language other than English, the name to be entered by the parameter DisplayLanguage is also translated. Refer to the corresponding entry field in the Delegate Database application for the language names that are available in your version of the DCN Next Generation software.

5.2.3 ProduceCard**DLL format:**

```
WORD DCNNGAPI_ProduceCard
(
    BOOL    WriteCode,
    BOOL    MakeLabel,
    LONG    CardCode,
```

```

        LPCSTR CardField1,
        LPCSTR CardField2,
        LPCSTR CardField3,
        LPCSTR CardField4,
        LPCSTR CardField5,
        LPCSTR CardField6
    );

```

OLE automation server format:

```

long ProduceCard
(
    short    WriteCode,
    short    MakeLabel,
    long     CardCode,
    LPCSTR   CardField1,
    LPCSTR   CardField2,
    LPCSTR   CardField3,
    LPCSTR   CardField4,
    LPCSTR   CardField5,
    LPCSTR   CardField6
);

```

Inputs:

<i>WriteCode</i>	Writes the card code when set.
<i>MakeLabel</i>	Writes the card label when set.
<i>CardCode</i>	Card code, which is written on the card.
<i>CardField1</i>	User definable field for the card label. Max. 23 characters.
<i>CardField2</i>	idem
<i>CardField3</i>	User definable field for the card label. Max. 11 characters.
<i>CardField4</i>	idem
<i>CardField5</i>	idem
<i>CardField6</i>	idem

Card label layout	
Field 1	
Field 2	
Field 3	Field 5
Field 4	Field 6

Return values:

<i>DCNNGAPI_NOERROR</i>	There are no errors.
<i>DCNNGAPI_ERROR_DCN_NOT_RUNNING</i>	DCN Next Generation is not running.
<i>DCNNGAPI_ERROR_NO_AUTHORISATION</i>	The Delegate Database application is not available.
<i>DCNNGAPI_ERROR_CARDDEVICE_FAILURE</i>	The card-encoder reported an error. (No card inserted. Card is not writeable.)
<i>DCNNGAPI_ERROR_BAD_CARDCODE</i>	The card code is out of range.

Description:

The Produce card function sends the given information to the card encoding device and/or the card label printer, connected to the DCN Next Generation system.

**Note**

Within the Delegate Database application it is only possible to use values from the database as text on the card labels. The ProduceCard function allows any text to be placed on the card labels.

5.2.4 Terminate**OLE automation server format:**

```
long Terminate()
```

Description:

The terminate function tells the automation server that the calling application is finished with it and that it can be removed from memory.

5.3 Apply file format

The API function ApplyAll uses an import file that contains the delegate data. This file has the following structure:

First line of the file:

```
DCNNG APPLY x.y<SEP>filename<SEP>pinsize<EOL>
```

where:

<i>DCNNG APPLY x.0</i>	Fixed text that indicates the type of file and the version of DCN Next Generation for which the file was produced (Required entry). In this fixed text, the letter 'x' represents the major version number of the DCN Next Generation software.
<i>filename</i>	The name of this file in the DCN Next Generation Startup application. 8 characters maximum (Required entry.)
<i>pinsize</i>	Size of the pincode. Range: 3,4,5, default 3.
<i><SEP></i>	Indicates a separator character.
<i><EOL></i>	Indicates an end of line (carriage return (0x0D) and newline character(0x0A)).

Example:

```
DCNNG APPLY x.0,Test DB,4
```

This example gives the first line of a DCN Next Generation x.0 apply file. The file will be called "Test DB" in the DCN Next Generation program. It uses 4-digit PIN-codes.

The other lines in the apply file give all the information for one delegate. Layout is as follows:

```
delegate id<SEP>lastname<SEP>screenline<SEP>seat
number<SEP>group<SEP>display language<SEP>card code<SEP>PIN
code<SEP>authorization voting<SEP>authorization microphone<SEP>authorization
intercom<SEP>voting weight<EOL>
```

The delegate ID is a unique number that identifies this particular delegate. It is in the range 1-1000 for a single CCU and 1-1500 for a multi-CCU system. The other fields correspond directly to the entry fields in the Delegate Database application. The authorization voting field is set to either "**Voting**" or "**NoVoting**", the authorization microphone field is set to either "**Micro**" or "**NoMicro**" and the authorization intercom field is set to either "**Intercom**" or "**NoIntercom**". These texts are DCN Next Generation language independent. Delegate ID is necessary, but the other fields may be left blank or can be omitted.

Example:

```
1,Doe,My first name is John,A1,My group,English,12345678,123,Voting,NoMicro
```

This is the entry for Doe. He is sitting at seat A1 and has a screen line with the text "My first name is John". He belongs to group "My group" and has English as the display language. His card code is 12345678 with PIN code 123. He has voting but no microphone authorization and all other fields are omitted and therefore contain the default values.

**Note**

The apply file format is a subset of the import file format. Because the data is not used in the Delegate Database application, only the data that is relevant for the CCU is stored in the apply file.

**Note**

If the DCN Next Generation is installed in a language other than English, the name entered in the display language field is also translated. Refer to the corresponding entry field in the Delegate Database application for the language names that are available in your version of the DCN Next Generation software.

5.4 DCNNGOLE Automation Server

To use the automation server it must be registered with the windows environment first. After it is registered, it can be started and it's methods can be used. When the calling application is finished with it, it must call the terminate method to instruct the server to stop. The data imported into DCN Next Generation will remain valid, also when the automation server is stopped.

A sample database is installed into the sample directory during DCN Next Generation installation, which shows the use of the automation server.

5.4.1 Registering the server

Any OLE server needs to be registered in the Windows environment, the DCNNGOLE application has a build in register mechanism. To register the server just run the server once, e.g. from the command line, or double click on it in explorer. It will register itself so other applications can use it.

5.4.2 Start the server

Example in Visual Basic for Applications:

```
Dim dcnnng As Object  
Set dcnnng = CreateObject("DcnNgOle.Server")
```

5.4.3 Call methods

Example in Visual Basic for Applications:

```
Dim eRetVal As Integer  
eRetVal = dcnnng.ApplyAll("MYDATA.CSV")
```

5.4.4 Stop the server

Example in Visual Basic for Applications:

```
Dim eRetVal As Integer  
eRetVal = dcnnng.Terminate()  
Set dcnnng = Nothing
```



Note

To stop the server and remove it from memory, please call the terminate method. This will instruct the server to stop.

For more information please visit www.boschsecuritysystems.com

© 2004 Bosch Security Systems B.V.
Data subject to change without notice
December 2004 | 9922 141 70421

BOSCH